

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NORTH CAROLINA  
Vacancy Announcement #07-04**

**POSITION:** Generalist Clerk

**LOCATION:** Charlotte, NC

**SALARY RANGE:** \$31,673 - \$56,870 (CL 24-CL 25)

Salary commensurate with work experience and prior/present pay history

**OPENING DATE:** June 7, 2007

**CLOSING DATE:** June 22, 2007

**POSITION:** The United States District Court for the Western District of North Carolina is seeking qualified applicants for a full-time, permanent Generalist Clerk. Federal benefits will apply. A generalist clerk is required to perform a variety of functions to provide support services to the Court, the Bar and the public. The generalist clerk receives and checks incoming documents for conformity with federal and local rules, answers incoming telephone calls and performs other duties as assigned.

**QUALIFICATIONS:** Prospective candidates should have a minimum of one year general experience and one year specialized experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience with legal documents such as might be found in a law office or in another court in the judicial system is beneficial. The successful candidate must have ability to communicate effectively verbally and in writing; must have proven record of strong customer service skills and ability to work as member of a team. High school graduation or equivalent required. College, paralegal degree or prior court experience is preferred.

**INFORMATION for APPLICANTS:** Applicants must submit cover letter, application form AO 78, and narrative statement addressing the following Quality Ranking Factors: 1. Describe the knowledge, skills and abilities you possess that would make you an outstanding Generalist Clerk. 2. Describe why you would like to become a Generalist Clerk in the Western District of North Carolina. Application packages including cover letter, application form AO 78 and narrative addressing the Quality Ranking Factors should be received or postmarked not later than the closing date. The application form AO-78 is available at [www.ncwd.uscourts.gov](http://www.ncwd.uscourts.gov). The package should be addressed to: Human Resources Specialist, WDNC, 200 S. College Street, Suite 1650, Charlotte, NC 28202. Reference Job Announcement: #07-04. Applicants must provide an e-mail address by which all future communication from the court will be sent.

Final candidate is subject to an FBI background check and continued employment contingent upon favorable suitability determination. Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. The court reserves the right to amend or withdraw any announcement without written notice to applicants. Only applicants chosen for interviews will be contacted.

The U.S.D.C. for the Western District of North Carolina is an Equal Opportunity Employer.